

**EXPLANATION OF WORKSHEET
2003-2004 AWARD PERIOD**

Each institution that applied for funds under the Federal Work-Study, Federal Perkins Loan and/or Federal Supplemental Educational Opportunity Grant Programs for the 2003-2004 Award Period receives a tentative funding level which is based on 1) a Base Guarantee and 2) a Fair Share Increase, minus the amount of unexpended 2001-2002 funds if this amount exceeds 10% of the institution's 2001-2002 allocation. These amounts are distributed based on funds availability. Following is an explanation of the institutional worksheet for each program.

COMPUTATION OF BASE GUARANTEES

FEDERAL WORK-STUDY

1. An institution that participated in the FWS program in the 1999-2000 award year receives a base guarantee equal to 1) its 1999-2000 base guarantee, 2) its 1999-2000 initial pro rata increase, and 3) if applicable, the additional FWS funds issued from the \$17 million set aside that the institution received in the 1999-2000 award year.
2. An institution applying to participate in the FWS program for the first or second time receives a base guarantee equal to the greatest of-

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal share of FWS expenditures in 2001-2002 by institutions offering comparable type programs of instruction (See page 4),

DIVIDED BY enrolled students in 2001-2002 in those same institutions, TIMES the applicant institution's 2001-2002 enrollment; or

(C) 90 percent of its highest 2002-2003 allocation

3. An institution that did not participate in the FWS program in the 1999-2000 award year and is not a first or second time participant receives a base guarantee equal to the greater of -

(A) \$5,000 or

(B) 90 percent of its expenditures from funds authorized for this program for the first year it participated in the FWS program after the 1999-2000 award year.

EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 2003-2004 base guarantee is equal to 90% of its expenditures for the first year of participation, or 90% of its second year base guarantee, whichever is greater.

FEDERAL PERKINS LOAN

1. An institution that participated in the Federal Perkins Loan Program in the 1999-2000 award year receives a conditional guarantee equal to its 1999-2000 conditional guarantee, multiplied by the institution's cohort default penalty factor for the 1999-2000 award year, and multiplied by a 60.77% reduction factor. The base guarantee that the institution receives for 2003-2004 is the above conditional guarantee multiplied by its 2003-2004 award year cohort default penalty factor. No funding was available to provide pro rata share increases for the 1999-2000 award year.

2. An institution applying to participate in the Federal Perkins Loan Program for the first or second time receives a conditional guarantee equal to the greatest of-

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal Perkins Loan FCC expenditures in 2001-2002 for institutions offering comparable type programs of instruction (See page 4), DIVIDED BY enrolled students in 2001-2002 for those same institutions TIMES the applicant institution's 2001-2002 enrollment; or

(C) 90 percent of its 2002-2003 allocation.

3. An institution that did not participate in the 1999-2000 award year and is not a first or second time participant, receives an amount equal to its cohort default penalty times the greater of -

(A) \$5,000; or

(B) 100 percent of its expenditures from Federal capital contribution authorized for this program, for the first year it participated in the Federal Perkins Loan program after the 1999-2000 award year.

EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 2003-2004 base guarantee is equal to 90% of its second year base guarantee, or 90% of its FCC expenditures for the first year of participation, whichever is greater, times the cohort default penalty factor.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

1. An institution that participated in the FSEOG program in the 1999-2000 award year receives a base guarantee equal to 1) its 1999-2000 base guarantee and 2) its 1999-2000 initial pro rata increase.

2. An institution applying to participate in the FSEOG program for the first or second time receives a base guarantee equal to the greatest of -

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal share of FSEOG expenditures in 2001-2002 by institutions offering comparable type programs of instruction (See page 4), DIVIDED BY enrolled students in 2001-2002 in those same institutions, TIMES the applicant institution's 2001-2002 enrollment; or

(C) 90 percent of its highest 2002-2003 allocation.

3. An institution that did not participate in the FSEOG program in the 1999-2000 award year and is not a first or second time participant receives a base guarantee equal to the greater of

(A) \$5,000; or

(B) 90 percent of its expenditures from funds authorized for this program for the first year it participated in the FSEOG program after the 1999-2000 award year.

EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 2003-2004 base guarantee is equal to 90% of its expenditures for the first year of participation, or 90% of its second year base guarantee, whichever is greater.

**Average 2001-2002 Expenditures for
FWS, Federal Perkins Loan, and FSEOG Programs
BY TYPE OF INSTITUTION**

<u>Type of Institution</u>	<u>FWS FEDERAL SHARE</u>	<u>FEDERAL PERKINS LOAN FCC</u>	<u>FSEOG FEDERAL SHARE</u>
1. Cosmetology	\$26	\$32	\$55
2. Business	\$45	\$ 6	\$40
3. Trade & Technical	\$45	\$18	\$67
4. Art Schools	\$45	\$ 8	\$65
5. Other Proprietary	\$35	\$12	\$58
6. Non-Proprietary	\$45	\$ 9	\$34

How were the averages computed?

An average 2001-2002 expenditure per enrolled student for each program was derived for like type institutions by dividing expenditure data reported for the 2001-2002 Award Year by the corresponding aggregate enrollment for all the institutions of similar type.

A base guarantee equal to 90% of the appropriate computed average for each program times the applicant institution's 2001-2002 enrollment was used for institutions requesting participation for the first or second year.

If the institution did not have any 2001-2002 enrollment, we used the estimated 2002-2003 enrollment, if the institution is not yet open.

**EXPLANATION OF INSTITUTIONAL
WORKSHEET FWS TENTATIVE FUNDING
2003-2004**

ITEM 4
FWS REQUEST

Part II, Section A, Field 4 of
Application

ITEM 5
FWS NATIONAL TOTAL OF FUNDS
AVAILABLE

U.S. total 2003-2004 funds
available for Federal Work-Study
allocations.

ITEM 6
BASE GUARANTEE

See instructions on computation of
base guarantees. (FWS
Requirements)

ITEM 7
NATIONAL TOTAL OF BASE GUARANTEES

Sum of Item 6 for all applicant
institutions nationwide.

ITEM 8
BASE GUARANTEE PERCENTAGE FUNDABLE

Item 5 DIVIDED BY Item 7, not to
exceed 100%

ITEM 9
ADJUSTED BASE GUARANTEE

Item 6 TIMES Item 8

ITEM 10
AVERAGE UNDERGRADUATE TUITION AND
FEES

Institutions with traditional
academic calendars = Application,
Section E, field 22(a) DIVIDED BY
Section D, field 7(a).

When entries on fields 22(a) and
7(a) are 0, but entry on fields
40(a), 40(b), 40(c) or 40(d) is
greater than 0, DIVIDE Section E,

field 22(b) by Section D, field
7(b).

Other Institutions = Application,
Section E, field 22(a) DIVIDED BY
Section D, field 9(a) PLUS 21(b).

ITEM 11
AVERAGE UNDERGRADUATE TIME IN
ATTENDANCE

Institutions with traditional
academic calendars = 9 months
(assumed).

Other Institutions = Application,
Section D, field 21(a), PLUS 21(b),
DIVIDED BY Section D, field
9(a) PLUS 21(b), maximum of 12
months.

ITEM 12
LIVING COST ALLOWANCE

\$5,895 TIMES Item 11 DIVIDED by 9
months

ITEM 13
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 11 DIVIDED BY 9
months

ITEM 14
AVERAGE UNDERGRADUATE COST

Item 10 PLUS Item 12 PLUS Item 13

ITEM 15
25% OF AVERAGE UNDERGRADUATE COST

Item 14 TIMES 25%

ITEM 16
UNDERGRADUATE SELF-HELP NEED

USE UNDERGRADUATE COLUMNS OF
APPLICATION ONLY: Section F, Fields
25 through 39 Dependent and
Independent.

Step (a)
EFC Constants X Item 11 DIVIDED BY
9 months.

Step (b)

Multiply each field Dependent PLUS Independent 25 through 39:

By Item 15

OR

By Item 14 MINUS product from Step (a) (whichever is less for each separate line)

Step (c)

Sum all of the amounts from Step (b).

ITEM 17

AVERAGE GRADUATE TUITION AND FEES

Application: Section E, Field 22(b) DIVIDED BY Section D, Field 7(b)

When entries on field 22(b) and 7 (b) are 0, but entry in field 40(e) is greater than 0, DIVIDE Section E, field 22(a) by Section D, field 7(a).

ITEM 18

AVERAGE GRADUATE TIME IN ATTENDANCE

9 months (assumed)

ITEM 19

LIVING COST ALLOWANCE

\$5,895

ITEM 20

BOOKS AND SUPPLIES ALLOWANCE

\$450

ITEM 21

AVERAGE GRADUATE COST

Item 17 PLUS Item 19 PLUS Item 20

ITEM 22

GRADUATE SELF-HELP NEED

USE GRADUATE COLUMN OF APPLICATION ONLY: Section F, Column E (fields 25 through 39)

Step (a)

Multiply each field, 25 through 39 by (Item 21 MINUS the EFC for that income category.)

Step (b)

Sum of all the amounts from Step (a).

ITEM 23

TOTAL SELF-HELP NEED

Item 16 PLUS Item 22

ITEM 24

NATIONAL TOTAL SELF-HELP NEED

Sum of Item 23 for all applicant institutions nationwide.

ITEM 25

RELATIVE FWS NEED

Item 23 DIVIDED BY Item 24

ITEM 26

FAIR SHARE

Item 5 TIMES Item 25

ITEM 27

NATIONAL FUNDS AVAILABLE FOR FAIR SHARE

Item 5 MINUS Item 7

ITEM 28

SHORTFALL

Item 26 MINUS Item 9. MAY NOT BE LESS THAN ZERO

ITEM 29

NATIONAL TOTAL OF SHORTFALLS

Sum of Item 28 for all applicant institutions nationwide.

ITEM 30

RELATIVE SHORTFALL

Item 28 DIVIDED BY Item 29

ITEM 31

INITIAL FAIR SHARE INCREASE

Item 27 TIMES Item 30.

ITEM 32

ADDITIONAL FAIR SHARE INCREASE

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

ITEM 33

TOTAL FAIR SHARE INCREASE

Item 31 PLUS Item 32.

ITEM 34

TOTAL FWS ALLOCATION

Item 9 PLUS Item 33.

ITEM 35

UNDER USED PERCENTAGE

Unexpended 2001-2002 funds divided by 2001-2002 highest allocation.

ITEM 36

ALLOCATION REDUCTION

Highest 2001-2002 allocation minus 2001-2002 expenditure in FISAP, Part V, Field 17, if Item 35 above is greater than 10.0%.

ITEM 37

ADJUSTED FWS ALLOCATION

Item 34 minus Item 36.

**EXPLANATION OF INSTITUTIONAL
WORKSHEET FSEOG TENTATIVE FUNDING
2003-2004**

ITEM 4
FSEOG REQUEST

Part II, Section A, Field 3 of
Application.

ITEM 5
NATIONAL TOTAL OF FUNDS AVAILABLE

U.S. total 2003-2004 funds
available for FSEOG allocations.

ITEM 6
BASE GUARANTEE

See instructions on the computation
of Base Guarantee. (FSEOG
Requirements)

ITEM 7
NATIONAL TOTAL OF BASE GUARANTEES

Sum of Item 6 for all applicant
institutions nationwide.

ITEM 8
BASE GUARANTEE PERCENTAGE FUNDABLE

Item 5 DIVIDED BY Item 7, not to
exceed 100%

ITEM 9
ADJUSTED BASE GUARANTEE

Item 6 TIMES Item 8.

ITEM 10
AVERAGE UNDERGRADUATE TUITION AND
FEES

Institutions with traditional
academic calendars = Application,
Section E, field 22(a) DIVIDED BY
Section D, field 7(a).

When entries in fields 22(a) and
7(a) are 0, but entry in field
40(a) or 40(c), is greater than 0,
DIVIDE Section E, field 22(b) by
Section D, field 7(b).

Other Institutions - Application,
Section E, field 22(a) DIVIDED BY
Section D, field 9(a) PLUS 21(b).

ITEM 11
AVERAGE UNDERGRADUATE TIME IN
ATTENDANCE

Institutions with traditional
academic calendars = 9 months
(assumed).

Other Institutions - Application,
Section D, field 21(a), PLUS 21(b),
DIVIDED BY Section D, field
9(a) PLUS 21(b), maximum of 12
months.

ITEM 12
LIVING COST ALLOWANCE

\$5,895 TIMES Item 11 DIVIDED BY 9
months

ITEM 13
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 11 DIVIDED BY 9
months

ITEM 14
AVERAGE UNDERGRADUATE COST

Item 10 PLUS Item 12 PLUS Item 13

ITEM 15
75% OF AVERAGE UNDERGRADUATE COST

Item 14 TIMES 75%

ITEM 16
UNDERGRADUATE GRANT NEED

USE UNDERGRADUATE COLUMNS A & C OF APPLICATION ONLY: Section F, fields 25 through 39

STEP (a)

Multiply the data in each income cell TIMES
Item 15 MINUS (undergraduate EFC constants TIMES Item 11 DIVIDED BY 9 months)

STEP (b)

Sum of all the amounts from Step (a).

ITEM 17
PELL GRANTS

Application, Part II, Section E
Field 23

ITEM 18
LEAP/SLEAP PERCENTAGE

2001-2002 State Total LEAP/SLEAP (Federal plus state shares) DIVIDED BY state total of all state grants and scholarships (data received from each state).

ITEM 19
LEAP/SLEAP AWARDS

Estimated LEAP/SLEAP made to undergraduate students during the 2001-2002 Award Year. Application Section E, field 24 TIMES Item 18.

ITEM 20
FSEOG NEED

Item 16 MINUS Item 17 MINUS Item 19

ITEM 21
NATIONAL TOTAL OF FSEOG NEED

Sum of Item 20 for all applicant institutions nationwide.

ITEM 22
RELATIVE FSEOG NEED

Item 20 DIVIDED BY Item 21

ITEM 23
FAIR SHARE

Item 5 TIMES Item 22

ITEM 24
NATIONAL FUNDS AVAILABLE FOR FAIR SHARE

Item 5 MINUS Item 7

ITEM 25
SHORTFALL

Item 23 MINUS Item 9. MAY NOT BE LESS THAN ZERO

ITEM 26
NATIONAL TOTAL OF SHORTFALLS

Sum of Item 25 for all applicant institutions nationwide.

ITEM 27
RELATIVE SHORTFALL

Item 25 DIVIDED BY Item 26

ITEM 28
INITIAL FAIR SHARE INCREASE

Item 24 TIMES Item 27

ITEM 29

ADDITIONAL FAIR SHARE INCREASE

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

ITEM 30

TOTAL FAIR SHARE INCREASE

Item 28 PLUS Item 29

ITEM 31

TOTAL FSEOG ALLOCATION

Item 9 PLUS Item 30

ITEM 32

UNDER USED PERCENTAGE

Unexpended 2001-2002 funds divided by 2001-2002 highest allocation.

ITEM 33

ALLOCATION REDUCTION

Highest 2001-2002 allocation minus 2001-2002 expenditure in FISAP, Part IV, Field 16, if Item 32 above is greater than 10.0%.

ITEM 34

ADJUSTED FSEOG ALLOCATION

Item 31 minus Item 33.

**EXPLANATION OF INSTITUTIONAL
WORKSHEET FEDERAL PERKINS LOAN
TENTATIVE FUNDING 2003-2004**

ITEM 4
FCC REQUEST

Part II, Section A, Field 2 of
Application

ITEM 5
NATIONAL FUNDS AVAILABLE-FCC

U.S. total 2003-2004 funds
available for Federal Perkins Loan
allocations

ITEM 6
CONDITIONAL GUARANTEE

See instructions on the computation
of conditional guarantees (Federal
Perkins Loan Requirements)

ITEM 7
COHORT DEFAULT RATE

If the entry in Part III, Section
D, Field 1.1 is equal to or greater
than 30, the Cohort Default Rate =
Field 1.2 divided by 1.1 times
100%.

If the entry in Part III, Section
D, Field 2.1(c) is at least 1 but
less than 30, the Cohort Default
Rate = Field 2.4 divided by 2.3
times 100%.

ITEM 8
COHORT DEFAULT PENALTY FACTOR

Compute as follows, using the
Cohort default rate as of June 30,
2002;

Default Rate of 25% or greater =
default penalty factor of zero (no
Federal funds).

Default Rate of 0 thru 24.99% =
default penalty factor of 1 (no
penalty).

ITEM 9
BASE GUARANTEE

Item 6 TIMES Item 8

ITEM 10
NATIONAL TOTAL OF BASE GUARANTEES

Sum of Item 9 for all applicant
institutions nationwide.

ITEM 11
BASE GUARANTEE PERCENTAGE FUNDABLE

Item 5 DIVIDED BY Item 10, not
to Exceed 100%

ITEM 12
ADJUSTED BASE GUARANTEE

Item 9 TIMES Item 11

ITEM 13
AVERAGE UNDERGRADUATE TUITION AND
FEES

Institutions with traditional
academic calendars = Application,
Section E, field 22(a) DIVIDED BY
Section D, field 7(a).

When entries in field 22(a) and
7(a) are 0, but entry in field
40(a), 40(b), 40(c), or 40(d) is
greater than 0, DIVIDE Section E,
field 22(b) by Section D, field
7(b).

Other Institutions = Application,
Section E, field 22(a) DIVIDED BY
Section D, field 9(a) PLUS 21(b).

ITEM 14

AVERAGE UNDERGRADUATE TIME IN ATTENDANCE

Institutions with traditional academic calendars = 9 months (assumed).

Other Institutions = Application, Section D, field 21(a), PLUS 21(b) DIVIDED BY Section D, field 9(a) PLUS 21(b), maximum of 12 months.

ITEM 15

LIVING COST ALLOWANCE

\$5,895 TIMES Item 14 DIVIDED BY 9 months

ITEM 16

BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 14 DIVIDED BY 9 months

ITEM 17

AVERAGE UNDERGRADUATE COST

Item 13 PLUS Item 15 PLUS Item 16

ITEM 18

25% OF AVERAGE UNDERGRADUATE COST

Item 17 TIMES 25%

ITEM 19

UNDERGRADUATE SELF-HELP NEED

USE UNDERGRADUATE COLUMNS OF APPLICATION ONLY: Section F, Fields 25 through 39 Dependent and Independent

Step (a)

EFC Constants X Item 14 DIVIDED BY 9 months.

Step (b)

Multiply each field Dependent PLUS Independent 25 through 39:

By Item 18

By Item 17 MINUS product from Step (a) (whichever is less for each separate field)

Step (c)

Sum all of the amounts from step (b)

ITEM 20

AVERAGE GRADUATE TUITION AND FEES

APPLICATION: Section E, Field 22(b) DIVIDED BY Section D, Field 7(b)

When entries in field 22(b) and 7(b) are 0, but entry in field 40(E) is greater than 0, DIVIDE Section E, field 22(a) by Section D, field 7(a).

ITEM 21

AVERAGE GRADUATE TIME IN ATTENDANCE

9 months (assumed)

ITEM 22

LIVING COST ALLOWANCE

\$5,895

ITEM 23

BOOKS AND SUPPLIES ALLOWANCE

\$450

ITEM 24

AVERAGE GRADUATE COST

Item 20 PLUS Item 22 PLUS Item 23

OR

ITEM 25
GRADUATE SELF-HELP NEED

USE GRADUATE COLUMN OF APPLICATION ONLY: Section F (fields 25 through 39)

Step (a)

Multiply each field, 25 through 39 by (Item 24, MINUS EFC for that income category).

Step (b)

Sum of all the amounts from Step (a)

ITEM 26
TOTAL SELF-HELP NEED

Item 19 plus Item 25

ITEM 27
PROJECTED COLLECTIONS

FISAP, Section B, Field 7, Column (b) of Fed. Perkins Loan Fiscal Operations Report TIMES 121%.

ITEM 28
ADJUSTED SELF-HELP NEED

Item 26 MINUS Item 27 TIMES Item 8. MAY NOT BE LESS THAN ZERO.

ITEM 29
NATIONAL TOTAL OF ADJUSTED SELF-HELP NEED

Sum of Item 28 for all applicant institutions nationwide.

ITEM 30
RELATIVE FCC NEED

Item 28 DIVIDED BY Item 29

ITEM 31
FAIR SHARE

Item 5 TIMES Item 30

ITEM 32
NATIONAL FUNDS AVAILABLE FOR FAIR SHARE

Item 5 MINUS Item 10

ITEM 33
SHORTFALL

Item 31 MINUS Item 12. MAY NOT BE LESS THAN ZERO.

ITEM 34
NATIONAL TOTAL OF SHORTFALLS

Sum of Item 33 for all applicant institutions nationwide.

ITEM 35
RELATIVE SHORTFALL

Item 33 DIVIDED BY Item 34

ITEM 36
INITIAL FAIR SHARE INCREASE

Item 32 TIMES Item 35

ITEM 37
ADDITIONAL FAIR SHARE INCREASE

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

ITEM 38
TOTAL FAIR SHARE INCREASE

Item 36 PLUS Item 37

ITEM 39
TOTAL FCC ALLOCATION

Item 12 PLUS Item 38

ITEM 40
UNDER USED PERCENTAGE

Unexpended 2001-2002 funds divided
by 2001-2002 highest allocation.

ITEM 41
ALLOCATION REDUCTION

Highest 2001-2002 FCC allocation
minus 2001-2002 expenditure (FISAP,
Part III, Section B, Field 1 minus
field 3), if Item 40 above is
greater than 10.0%.

ITEM 42
ADJUSTED FEDERAL PERKINS LOAN-FCC

Item 39 MINUS Item 41.

ITEM 43
TOTAL AUTHORIZED LEVEL OF
EXPENDITURE

Sum of the following:

1. Item 42
2. Institutional Capital
Contribution (Item 42
MULTIPLIED BY one-third)
3. Item 27
4. FISAP Part III,
Section A, Field 1.1c
(As of June 30, 2002)
5. Anticipated 2001-2002 Perkins
Loan Cancellation to be issued
May 2003.